

**Job Title:** TRUANCY OFFICER  
**Location:** Rayville High School/Richland Parish School Board Central Office  
**Reports to:** Supervisor of Child Welfare and Attendance

**Primary Purpose**

Provide assistance to campus personnel in resolving truancy, excessive absences, and tardiness problems. Serve as district liaison to parents, law enforcement agencies, and court personnel. Assist with required office duties as needed by the Supervisor of Child Welfare and Attendance.

**Duties and Responsibilities**

1. Routinely, investigate cases of unexcused and excessive absences and enforce provisions of compulsory attendance laws.
2. Issue warnings; file complaints against students, parents, or individuals with parental control in accordance with compulsory attendance laws, and board policy; and refer to appropriate court.
3. Interpret and communicate compulsory attendance laws and school policy to parents and students.
4. Implement and comply with policies established by federal and state laws, and local board policy in the area of student attendance.
5. Maintain contact, act as liaison, and represent the school district to local law enforcement agencies and in court hearings resulting from attendance problems.
6. Investigate and review cases of suspected "no show" or dropout students.
7. Provides data and information gathered from parent conferences on students to the Supervisor of Child Welfare and Attendance.
8. Conduct documented conferences with teachers, counselors, principals, and other staff to identify problems of attendance, and student truancy and meet with students and parents in matters of attendance and make a reasonable effort to gain their cooperation to improve attendance.
9. Conduct documented home visits and parent conferences on student truancy and attendance problems as needed.
10. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including records of all conferences and cases investigated and submit weekly reports to the Supervisor of Child Welfare and Attendance.
11. Communicate effectively with colleagues, students, and parents.
12. Maintain confidentiality of information.

**QUALIFICATIONS**

Education: High school diploma or GED

Satisfactory score on the California Achievement Test

Ability to operate personal computer to complete weekly reports and read and send emails.

Ability to travel district wide to conduct home visits and visit sites where truant students have been reported to the district, to verify residences.

Experience Two years working in law enforcement, or with children or adults in a leadership role.

**Term of Employment:** 9 Months

\_\_\_\_\_  
Truant Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date